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ABSTRACT

These instructional objectives have been selected from materials submitted to the Curriculum Laboratory of the Graduate School of Education at UCLA by Charles Rohr. Arranged by major course goals, these objectives are offered simply as samples that may be used where they correspond to the skills, abilities, and attitudes instructors want their students to acquire. These objectives may also serve as models for assisting instructors to translate other instructional units into specific measurable terms. (MB)

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Instructional Objectives for a Junior College Course in Office Machines

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ERIC Clearinghouse for Junior Colleges
University of California
Los Angeles, California

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CLEARINGHOUSE FOR
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INFORMATION

T E N - K E Y A D D I N G M A C H I N E

SPECIFIC PERFORMANCE GOALS:

In a performance testing situation on one ten-key adding machine, the student will:

1. Solve addition and subtraction problems
2. Solve multiplication problems
3. Solve discount problems (discount amount and net amount)
4. Solve trade discount problems
5. Solve credit balance problems
6. Solve multiplication problems involving decimals

with *83 per cent accuracy. A time limit of one minute per problem will be allowed.

*83 per cent accuracy defined as completing 5 of 6 sections as per standards stated on the end of unit test.

P R I N T I N G C A L C U L A T O R

SPECIFIC PERFORMANCE GOALS:

In a performance testing situation on one printing calculator, the student will:

1. Solve addition, subtraction, and credit balance problems
2. Solve constant addition and/or constant subtraction problems
3. Solve multiplication problems
4. Solve constant multiplication problems
5. Solve accumulative multiplication problems
6. Solve multiple factor multiplication problems (trade discount)
7. Solve percentage and a per cent of a number problems
8. Solve amount and per cent of increase or decrease problems
9. Solve division problems
10. Solve division problems using reciprocals

with **80 per cent accuracy. A time limit of one minute per problem will be allowed.

**80 per cent accuracy defined as completing 8 of 10 sections as per standards stated on the end of unit test.

Charles A. Rohr

SPIRIT DUPLICATION

Performance Goals

INTRODUCTION TO SPIRIT DUPLICATION

Specific Performance Goals:

A. The student will arrange in proper sequence the steps necessary to transfer the image from the master to the impression paper. A scrambled list of the steps will be furnished the student. The list will be arranged in correct sequence by the student with 100% accuracy.

B. The student will list the five steps in running the spirit duplicator from layout to finished copy and will write a brief explanation of each, all with 100% accuracy.

HOW TO PREPARE A MASTER

Specific Performance Goals:

In a performance testing situation, the student will:

Prepare a layout and a master according to the instructions given in Assignment 1. The student will use no aid except the tools necessary to perform the preparations. The preparations will be done within a one hour time limit. Minimum acceptable performance will be a *quality copy when run on the spirit duplicator by the instructor with no more than two student errors.

* Quality Copy--No typographical or spelling errors; placement correct, vertical and horizontal, as well as relationship between items; clear copy; sharp lines; and directions followed.

Assignment 1--Simple Report

Performance Goal:

The student will duplicate 10 *quality copies of a simple, one-page report from a master prepared on a manual typewriter. Minimum acceptable performance will be commercially acceptable *quality copies.

HOW TO OPERATE THE SPIRIT DUPLICATOR

Specific Performance Goals:

The student will set up the duplicator and run 10 *quality copies with no assistance.

The student will shut down the duplicator after running the 10 *quality copies with no assistance.

Minimum acceptable performance will be commercially acceptable quality copies and performing the operations with no more than a total of three missed steps of the 22 steps given on the work sheet for setting up the duplicator, running the copies, and shutting down the duplicator.

Assignment 2--Illustrated Letter

Performance Goal:

The student will design a letterhead for a sales letter and produce 10 *quality copies of the letter on the spirit duplicator using at least three colors within a one and one-half hour time period.

* Quality Copy--No typographical or spelling errors; placement correct, vertical and horizontal, as well as relationship between items; clear copy; sharp lines; and directions followed.

Assignment 3--Illustrated Bulletin

Performance Goal:

The student will duplicate 10 *quality copies of a one-page bulletin with diagrammatic illustration in four colors (blue, red, green, black) from a master prepared on an electric typewriter. Illustration should be drawn on master. Minimum acceptable performance will be commercially acceptable *quality copies. Maximum time limit is one and one-half hours from layout to finished copy.

Assignment 4--Announcement Card

Performance Goal:

The student will duplicate 10 *quality copies of an announcement from a master using typewriting, lettering, and art work. The 10 copies will be in at least three colors on 8" by 5" cards. Minimum acceptable performance will be commercially acceptable *quality copies. Maximum time limit is one and one-half hours from layout to finished copy.

* Quality Copy--No typographical or spelling errors; placement correct, vertical and horizontal, as well as relationship between items; clear copy; sharp lines; and directions followed.

STENCIL DUPLICATION

Performance Goals

INTRODUCTION TO STENCIL DUPLICATION

Specific Performance Goal:

The student will correctly answer questions with 85 percent accuracy on a 15 minute post test about the stencil, the materials, and the tools used in the stencil duplicating process without the aid of reference materials.

HOW TO PREPARE A STENCIL USING THE TYPEWRITER

Specific Performance Goal:

In a performance testing situation the student will prepare a layout and a stencil according to the directions in Assignment 1. The preparations will be done within a one and one-half hour time period without the aid of reference materials. Minimum acceptable performance will be copies run on the stencil duplicator (mimeograph) with no more than two student errors. (Error defined as typographical, spelling, placement, and not following directions.)

Assignment 1--Typewriting Experiment

Performance Goals:

In a performance testing situation, the student will prepare a layout and a stencil according to the directions given in this assignment. The preparations will be done within a one and one-half hour time period without the aid of reference materials. Minimum acceptable performance will be a stencil imaged with no more than two student errors. (Error defined as typographical, spelling, placement, and not following directions.)

HOW TO OPERATE THE STENCIL DUPLICATOR

Specific Performance Goal:

In a performance testing situation the student will set up the stencil duplicator, run 10 copies, and shut down the stencil duplicator with no assistance. Minimum acceptable performance will be performance of the operations within a 20 minute time period with no missed steps of the 8 steps given on the Performance Testing sheet at the end of this lesson.

HOW TO USE THE ILLUMINATED DRAWING BOARD

Specific Performance Goal:

In a performance testing situation the student will, within a two hour time period, reproduce 10 *quality copies on the stencil duplicator from a layout and a stencil prepared using an original idea. The student will make use of writing, tracing, drawing, lettering, and ruling with the aid of the illuminated drawing board, lettering guides, stylii, and T-square.

Assignment 2--Ruled Form

Performance Goal:

The student will produce 10 *quality copies, in a one and one-half hour time period, of a letter-sized form with typed headings, with solid ruled lines, and with dotted-line rules on the stencil duplicator.

* Quality Copy--No typographical or spelling errors; placement, vertical and horizontal as well as proportion between items; clear copy; sharp lines; no offset, and directions followed.

Assignment 3--Bulletin

Performance Goal:

The student will design and produce ten *quality copies, in a time period of two and one-half hours using original material, of a two-column news bulletin with justified margins and a lettered heading on the stencil duplicator.

Assignment 4--French-Fold Card

Performance Goal:

The student will design and prodice 10 **quality copies, in a time period of one and one-half hours using an original idea and three different colors, of a French-fold card with lettering, art work, and typewriting on the stencil duplicator.

* Quality Copy--No typographical or spelling errors; placement correct, vertical and horizontal as well as relationship between items; clear copy; sharp lines and letters; no offset; and directions followed.

** Quality Copy--No typographical or spelling errors; placement correct, vertical and horizontal as well as relationship between items; clear copy; sharp lines and letters; no offset; no color running to the next color; and directions followed.